



**STATEMENT OF PROCEEDINGS
FOR THE SPECIAL MEETING OF THE
LOS ANGELES COUNTY AUDIT COMMITTEE
KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 374
LOS ANGELES, CALIFORNIA 90012**

Wednesday, July 17, 2013

10:30 AM

AUDIO LINK FOR THE ENTIRE MEETING. (13-3435)

Attachments: [AUDIO](#)

Present: Chair Dorinne Jordan, Member Kieu-Anh King, Member
Lori Glasgow and Avianna Uribe

Absent: Vice Chair Carl Gallucci and Member Louisa Ollague

Call to Order. (13-2459)

The meeting was called to order by Chair Dorinne Jordan at 10:37 a.m.

I. ADMINISTRATIVE MATTER

1. Approval of the June 27, 2013 meeting minutes. (13-3314)

On motion of Kieu-Anh King, seconded by Avianna Uribe, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

II. BOARD POLICY

2. Recommendation to approve substantive changes to Board Policy No. 9.040 - Investigations Of Possible Criminal Activity Within County Government, extend the sunset review date to September 8, 2018 and submit to the Board of Supervisors for final action (7/2/13). (13-3313)

On motion of Kieu-Anh King, seconded by Avianna Uribe, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT](#)

III. SUNSET REVIEW

3. Recommend to the Board of Supervisors to extend the Los Angeles County Consumer Affairs Advisory Commission sunset review date to June 30, 2017 (7/10/13). (13-3342)

On motion of Kieu-Anh King, seconded by Avianna Uribe, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT](#)

IV. OLD BUSINESS

4. Recommend to the Board of Supervisors to extend the Los Angeles County Sybil Brand Commission for Institutional Inspections' sunset review date to October 1, 2017 (6/17/13) (Continued from meeting of 6/27/13). (13-2958)

Dorinne Jordan posed questions regarding proposed County Code revisions and a 2008 Commission Study.

Twila Kerr, Acting Division Chief, Commission Services, reported that the 2008 Commission Study found that the Commission is acting in its purview but indicated the need for consolidation of monitoring conducted by all stakeholders. Ms. Kerr added that the Sybil Brand Commission meets once a month with stakeholders providing opportunities to discuss unsatisfactory findings that may require further action. She added that the Sybil Brand Commission issues Corrective Action Plans and conducts follow up visits to ensure issues have been resolved. In the event significant findings are present, the corresponding department will follow up with the group home and in addition, quarterly reports of unsatisfactory findings are distributed to the Board of Supervisors for their review.

Avianna Uribe asked that DCFS representatives be invited to the next meeting.

On motion of Dorinne Jordan, seconded by Avianna Uribe, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT](#)

5. Recommendation to extend the sunset review date of Board Policy No. 5.050 - Contractor's Use of GAIN/GROW Participants, to July 16, 2017 (5/6/13) (Continued from meeting of 6/27/13). (13-2149)

Melinda White-Svec, County Counsel, Social Services Division reported on behalf of DPSS, that an audit was conducted in 2008 and it was determined that from 1997 to 2008 contractors hired 2,511 GAIN/GROW participants. Ms. White-Svec added that the policy is incorporated into every solicitation and contract however DPSS has not conducted a tracking audit since 2008.

Dorinne Jordan and Avianna Uribe expressed concern with the lack of effort in tracking the contractor's GAIN/GROW employment and requested that the program objectives be re-evaluated to determine if they are being met and report back at the next meeting.

On motion of Dorinne Jordan, seconded by Avianna Uribe, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT](#)

6. Recommendation to extend the sunset review date of Board Delegated Authority No. 20.180 - Tax Cancellation Notice, to June 30, 2017 (Continued from meeting of 6/27/13). (13-2424)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

7. Recommendation to extend the sunset review date of Board Delegated Authority No. 20.020 - Establish, Increase, Reduce, or Discontinue Revolving Funds, to June 30, 2017 (5/10/13) (Continued from meeting of 6/27/13). (13-2359)

In response to questions posed by Dorinne Jordan with regard to the similarities in Board Delegated Authorities (BDA) 20.020 and 20.070, Robert Smythe, Auditor-Controller, reported that BDA No. 20.020 is utilized as a petty cash fund to reimburse employees for small purchases while BDA 20.070 relates to non-County funds in a trust fund that are utilized temporarily until the funds are returned.

Dorinne Jordan requested that language describing their purpose be incorporated into the BDAs for clarification.

On motion of Dorinne Jordan, seconded by Lori Glasgow, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT](#)

8. Recommendation to extend the sunset review date of Board Delegated Authority No. 20.070 - Revolving Cash Trust Funds, to June 30, 2017 (5/10/13) (Continued from meeting of 6/27/13). (13-2389)

This item was discussed with Agenda No. 7.

On motion of Dorinne Jordan, seconded by Lori Glasgow, this item was continued to the next meeting.

9. Department of Public Social Services - Chicana Service Action Center, Inc. Contract Extension and Solicitation Disqualification Review (2/12/13) (Continued from meetings of 2/28/13, 3/28/13, 4/25/13 and 6/27/13). (13-0850)

On motion of Avianna Uribe, seconded by Dorinne Jordan, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT](#)

10. West San Gabriel Valley Consortium dba Career Partners - A Community and Senior Services' Workforce Investment Act Program Contract Service Provider - Contract Compliance Review - Fiscal Year 2011-12 (3/4/13) (Continued from meetings of 3/28/13, 4/25/13 and 6/27/13). (13-1220)

Robert Brief, Community and Senior Services (CSS), reported that a final letter has been sent to the agency requesting payment of funds owed. If a payment is not received, the agency will be referred to the Treasurer and Tax Collector's Office for collection. CSS is no longer contracting with this agency.

On motion of Kieu-Anh King, seconded by Avianna Uribe, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

11. County's Single Audit Report FY 2011-12 (3/29/13) (Continued from meeting of 4/25/13 and 6/27/13). (13-1852)

On motion of Kieu-Anh King, seconded by Avianna Uribe, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT](#)
[SUPPORTING DOCUMENT - MGO LETTER](#)

12. Community Development Commission - Fiscal Review (6/20/13) (Continued from meeting of 6/27/13). (13-2992)

On motion of Kieu-Anh King, seconded by Avianna Uribe, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT](#)

13. Managed Career Solutions, Inc. - Northeast San Gabriel Valley - A CSS Workforce Investment Act Program Contract Service Provider - Contract Compliance Review - Fiscal Year 2011-2012 (6/20/13) (Continued from meeting of 6/27/13). (13-3032)

Robert Brieff, Community and Senior Services, reported that in a meeting with the agency last week the findings and questioned costs were resolved, a determination letter will be sent within 30 days.

On motion of Avianna Uribe, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

14. Department of Mental Health - Mileage, Travel and Auto Damage Claims Review (6/21/13) (Continued from meeting of 6/27/13). (13-3031)

On motion of Kieu-Anh King, seconded by Avianna Uribe, this item was received and filed.

Later in the meeting, by Common Consent, there being no objection, the Committee reconsidered the foregoing motion.

Robert Smythe, Auditor-Controller answered questions posed by Lori Glasgow with regard to excessive amount of time utilized in processing mileage, travel and auto damage claims. Mr. Smythe reported that many departments are interested in utilizing the new Mileage Authorization Reimbursement System (MARS); training and access will need to be provided.

Wendy Watanabe, Auditor Controller, reported that they have received positive feedback on the MARS Pilot Program and various departments, including DCFS and DPSS, are now being assisted with the transition into MARS.

Discussion ensued with regard to the reasons for the creation of MARS and its benefits.

Dorinne Jordan requested that Department of Mental Health staff be invited to the next meeting to respond to questions.

Ms. Watanabe will provide the Committee with a general implementation plan for MARS.

By Common Consent, there being no objection, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT](#)

V. REPORTS

- 15. Managed Career Solutions, Inc. - West San Gabriel Valley - A Community And Senior Services Workforce Investment Act Program Contract Service Provider (6/20/13). (13-3083)**

Robert Brieff, Community and Senior Services, reported that all issues were resolved when they last met, they expect to send a determination letter by the end of the week.

On motion of Avianna Uribe, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

- 16. Department of Public Works Petty Cash Fund - Follow-Up Review (7/1/13). (13-3212)**

On motion of Kieu-Anh King, seconded by Avianna Uribe, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT](#)

- 17. Treasurer and Tax Collector - Payroll/Personnel Review (7/1/13). (13-0874)**

Dorinne Jordan asked that Treasurer and Tax Collector Staff be invited to attend the next meeting.

On motion of Kieu-Anh King, seconded by Avianna Uribe, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT](#)

- 18.** Status Report - Extension Request for the Los Angeles Superior Court Collections Operations Review (Board Agenda Item 39-A, February 12, 2013) (7/2/13). (13-2255)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

- 19.** Treasurer's June 10, 2013 Cash Count (7/10/13). (13-3344)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

VI. DISCUSSIONS

- 20.** CSS Monitoring Update (Continued from meeting of 6/27/13). (13-2306)

Robert Brieff, Community and Senior Services, reported that his office is still in resolution with some agencies and, if need be, referrals will be made to the Treasurer and Tax Collector for collection.

Attachments: [SUPPORTING DOCUMENT](#)

- 21.** DMH Monitoring Update (Continued from meeting of 6/27/13). (13-2954)

There was no update provided on this item.

- 22.** DPSS Monitoring Update (Continued from meeting of 6/27/13). (13-2969)

Maria Rodriguez, Department of Public Social Services (DPSS), distributed fiscal reports that list audits conducted. Ms. Rodriguez reported that great efforts are put in place to collect questioned costs and in resolving recommendations.

Ms. Rodriguez and Kenyatta Ortega, DPSS, answered questions posed by the Committee with regard to questioned costs, total amount collected/resolved and agencies that are no longer contracted.

Princess Nelson, Auditor-Controller, reported that the Fiscal Year 2010-11 review of Options revealed that their DPSS contract did not contain language to recover unspent funds and prevents the return of the funds. All Stage 1 Contracts, effective Fiscal Year 2011-12, and all newly executed contracts include unspent fund language to facilitate repayments.

- 23.** Contract Monitoring Practices (Continued from meetings of 2/28/13, 3/28/13, 4/25/13 and 6/27/13). (13-0959)

On motion of Avianna Uribe, seconded by Kieu-Anh King, this item was continued to the next meeting.

- 24.** Discuss possible alternatives to process sensitive audit reports. (13-3211)

On motion of Avianna Uribe, seconded by Kieu-Anh King, this item was continued to the next meeting.

- 25.** Discussion and approval of a new Audit Committee schedule of meetings. (13-3332)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was continued to the next meeting and a special meeting was scheduled for Wednesday, August 21, 2013 at 10:30 a.m. at which time a new schedule will be discussed.

- 26.** Pending Audits/Monitoring Reports. (13-3315)

There was no discussion on this item.

VII. MISCELLANEOUS

- 27.** Matters not on the posted agenda (to be Presented and Placed on the Agenda of a Future Meeting). (13-3316)

There were no matters presented.

- 28.** Public Comment. (13-3317)

No members of the public addressed the Committee.

- 29.** Adjournment. (13-3318)

There being no further business to discuss, the meeting adjourned at 11:23 a.m.